

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	Collections Storage Facilities Expansion: Feasibility Study	Response Deadline	9/26/2018	4:00 pm	local time
Project Location	800 E 17 th Avenue	Project Number	OHS-190001		
City / County	Columbus / Franklin	Project Manager	Ned Thiell		
Owner	Ohio History Connection	Contracting Authority	OFCC		
Delivery Method	N/A	Prevailing Wages	State		
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies requested (PDF)			1

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Jill Hoobler at jill.hoobler@ofcc.ohio.gov. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Jill Hoobler at jill.hoobler@ofcc.ohio.gov with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at <http://ofcc.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

The Ohio History Connection fulfills several major responsibilities for the State of Ohio including the maintenance and operation of the state archives, the state museum, and the state historic site system; administration of the state historic preservation office; and providing educational outreach and services to the local history community. Ohio History Connection holds in trust the state archives and historical artifacts in perpetuity for all Ohioans. The Ohio History Connection is undertaking to expand their Collections Storage Facilities. The facility is to provide suitable storage for artifacts that comprise the state museum.

The primary conservation objectives are 1) sufficient space to store, care for, and access items, 2) physical security, and 3) environmental stability (constant temperature and relative humidity).

The curatorial objectives are 1) accessibility, and 2) engagement.

The user experience internally is supported by the integration of this space into the overall scheme of the Center with respect to adjacencies and connectivity, and externally supports the original design intent while minimizing issues of approach, access, and views.

This Feasibility Study includes a report on various solutions and the associated economics of each with concept level site plans, and architectural plans and elevations. Economics includes construction costs, and life cycle costs.

B. Scope of Services

There have been prior studies completed and these will be made available. With the funding identified, the Center is seeking guidance in the form of a Feasibility Study to align concepts from these previous studies with the available funds.

The services will include:

- Kick-off meeting
- Meeting with and discussing various solutions with the OHC staff.
- Comprehensive review of previous studies.
- Preparation of 2 to 3 concept level design solutions based on directed modification to curatorial objectives and user objectives.
- Preparation of professional estimates for each solution with respect to construction costs, including phasing, and life cycle costs.
- Draft reports for approval prior to final submittal.
- Presentation of final report to OHC.

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements.

Request for Qualifications (Architect / Engineer) continued

The selected A/E, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and/or the Contracting Authority, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.

Refer to the *Ohio Facilities Construction Manual* for additional information about the type and extent of services required for each. A copy of the standard Agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (Form F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Previous experience compatible with the proposed study
2. Previous experience working with best practices for archives/museums (See American Alliance of Museums for standards)
3. Previous working experience with the Archeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines (www.nps.gov/history/local-law/arch_stnds_0.htm)
4. Museum design
5. Site design
6. Landscape design
7. Archival storage with accessibility and engagement

C. Estimated Budget / Funding

State Funding: \$15,000,000
 Other Funding: \$NA
 Construction Cost: \$11,500,000
 Total Project Cost: \$15,000,000

D. Anticipated Schedule

Professional Services Start: 11 / 18
 Construction Notice to Proceed: mm / yy
 Substantial Completion of all Work: mm / yy
 Professional Services Completed: 01 / 19

E. Estimated Basic Fee Range (see note below)

0.5% to 0.7%

F. EDGE Participation Goal

Percent of initial Total A/E Fee: 0.0%

NOTE: **Basic Services** include: (1) Program Verification, (2) Schematic Design, (3) Design Development, (4) Construction Documents, (5) Bidding and Award OR GMP Proposal and Amendment (as applicable), (6) Construction Administration, and (7) Closeout services. The **Basic Fee** includes all professional design services and consultant services necessary for proper completion of the Basic Services, including validation of existing conditions (but not subsurface or hidden conditions) and preparation of cost estimates and design schedules for the project. The **Estimated Basic Fee Range** is calculated as a percentage of the **Estimated Budget for Construction Cost** above, including the Owner's contingency. **The Basic Fee excludes any Additional Services required for the project.**

G. Basic Service Providers Required (see note below)

Lead A/E Discipline: Architecture
 Secondary _____
 Disciplines: Structural Engineering
Mechanical-Electrical-Plumbing Eng.
Landscape Architecture

H. Additional Service Providers Required

NOTE: The lead A/E shall be (1) an architect registered pursuant to ORC Chapter 4703, (2) a landscape architect registered pursuant to ORC Chapter 4703, or a (3) professional engineer or (4) professional surveyor licensed pursuant to ORC Chapter 4733.

I. Evaluation Criteria for Selection

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

- Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects.
- Previous experience compatible with the proposed project (e.g., type, size).
- Relevant past work of prospective firm's proposed consultants.
- Past performance of prospective firm and its proposed consultants.
- Qualifications and experience of individuals directly involved with the project.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected A/E and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

participate in the delivery of the proposed professional services solicited in the RFQ.

J. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://ofcc.ohio.gov>.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. Also, please insert the project number and firm name followed by "SOQ" in the email subject line.

Statements of Qualifications must be submitted electronically by email. Submittals are limited to one email with a maximum file size of 25 MB.

Firms are requested to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

Architect / Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Collections Storage Expansion Feasibility Study Proposer Firm _____
 Project Number OHS-190001 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	Less than 100 miles	5	
	100 miles to 250 miles	2	
	More than 250 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$500,000	2	
	\$500,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of licensed professionals	Less than 2 professionals	2	Max = 3
	2 to 6 professionals	3	
	More than 6 professionals	1	
2. Primary Firm Qualifications (Maximum 30 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 10	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 0	
3. Key Consultant Qualifications (Maximum 20 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
b. Proposed EDGE-certified Consultant participation*	One point for every 2 percent increase in professional services over the EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 4 sample projects	1	Max = 3
	4 to 8 sample projects	2	
	More than 8 sample projects	3	
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
5. Overall Team Experience (Maximum 30 points)			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements process	Less than 2 projects	0 - 1	
	2 to 4 projects	2 - 3	
	More than 4 projects	4 - 5	
		Subtotal	

* Must be comprised of professional design services consulting firm(s) and NOT the lead firm
 ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute

Notes:

Evaluator:

Name _____

Signature _____

Date _____